

January 17, 2006

CHARTER

Interagency Fire Program Competitive Sourcing Steering Team

Purpose

The Interagency Fire Program Competitive Sourcing Steering Team (the Team) is an interdisciplinary advisory team of Competitive Sourcing and Fire Program representatives from the U.S. Department of Agriculture (USDA), the U.S. Forest Service (FS), the Department of the Interior (DOI), the Bureau of Indian Affairs (BIA), the Bureau of Land Management (BLM), the Fish and Wildlife Service (FWS) and the National Park Service (NPS). The team develops policy, direction, guidance, and strategies to achieve consistent competitive sourcing goals of savings and performance improvements in support of safe and effective wildland fire management programs.

Goals

Consistent and compatible direction, guidance, strategies, and advice for all USDA and DOI competitive sourcing activities in accordance with OMB Circular A-76 (the Circular).

Consistent FAIR Act inventories with justifications of inherently governmental and commercial reason code A coding based on the definitions outlined in the Circular.

Actions and Tasks

Recommend activities and business units for competitive sourcing studies compatible with both Departments' Competitive Sourcing Green Plans.

Utilize a strategic approach to select and sequence study areas that includes USDA's requirement for feasibility studies and DOI's requirement for preliminary planning. Evaluation criteria will include the relationship of the proposed study to workforce planning initiatives.

Advise Performance Work Statement (PWS) and Most Efficient Organization (MEO) study teams to ensure consistent interagency interpretation and implementation of the Circular.

Recommend whether the Department of the Interior or Department of Agriculture Competitive Sourcing Official (CSO) shall appoint competition officials for each competition. Determine which Department will take the lead on a case-by-case determination. Assure that both Departments receive credit from OMB for conducting the studies for their respective FTEs included in the study and the associated percentages of costs and savings.

Recommend a qualified, trained Agency Tender Official (ATO), Contracting Officer (CO), PWS (Performance Work Statement) Team Leader, Human Resource Advisor (HRA), and Source Selection Authority (SSA) for each competitive sourcing study, and ensure that they know their roles and responsibilities. Ensure that all affected agencies are represented on the team.

Oversight Responsibilities

The Team will monitor the progress of each ongoing study and competition to assure that the responsible officials for each competition do the following:

- Use the appropriate source of funding and contract resources for project management, feasibility studies, preliminary planning, training, and conduct of the studies.
- Develop and manage a project plan so that all preliminary planning efforts have milestone schedules and are completed within a reasonable time.

January 17, 2006

Once announced in FedBizOps assure all studies are completed as scheduled; i.e. 90 days for streamlined studies (135 days for streamlined studies with a Most Efficient Organization (MEO)) and 12 months for standard studies (18 months with a granted extension). Assure that requests for any extensions are in accordance with the Circular.

- Advise labor relations officials on union negotiations, as appropriate, with the national unions and local bargaining units throughout the organizations in accordance with the union contracts.
- Develop and carry out an interagency communications plan to ensure that affected parties are kept aware of the competitive sourcing activities in an appropriate, timely manner.
- Develop "soft landing" plans to retrain adversely affected employees for other positions, give them priority consideration for available positions within USDA and DOI, and apply early-out and buy-out authorities as appropriate.

Leadership

Leadership of the team will be provided by a Chairperson and Vice Chairperson that will alternate between the Competitive Sourcing Directors from USDA and DOI on a two-year term. Both program areas (fire and competitive sourcing) will be represented equally on the team at all times. Changes in team membership will not be considered an appropriate reason to cancel studies in progress. The Chairperson and the Vice Chairperson are responsible for the direction and administration of the Interagency Fire Program Competitive Sourcing Steering Team which includes the following:

- Arrange and chair Interagency Steering Team meetings, coordinate the agenda, facilitate or arrange facilitation, prepare meeting minutes as appropriate, and distribute meeting minutes to each Team member.
- Assign and monitor work being done by the team, assuring all timeframes are met.
- Develop and maintain an Action Plan for tracking, monitoring and reporting on each competitive sourcing study.
- Solicit comments, recommendations, and ideas from team members.
- Act as liaison between the team and management of both Departments and all agencies.

Membership

Membership of the team will consist of the following in order to have fair representation from both Departments and both programs while keeping the total number down to a manageable size. The Chairperson and Vice Chairperson will be part of the total number below. Core members below should provide alternates to participate in meetings in their absence:

USDA – 1 member (competitive sourcing)

FS – 5 members (3 fire and 2 competitive sourcing)

DOI – 2 members (1 fire and 1 competitive sourcing)

BIA, BLM, FWS, NPS – 4 members (2 fire and 2 competitive sourcing)

Decision-making

The Team will make recommendations to the DOI Deputy Assistant Secretary for Business Management and Wildland Fire, the DOI Deputy Assistant Secretary for Performance, Accountability and Human Resources and the Director, DOI Center for Competitive Sourcing Excellence and the USDA Under Secretary for Natural Resources and the Environment through the Chief of the FS and the USDA Competitive Sourcing Director for approval or decision. Team decisions and recommendations will be made by consensus vote.

